



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Jr. Staff Analyst/ Assistant Treasury Program Officer/Associate Treasury Program Officer (Multiple Positions)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2632- \$3465 JSA
\$3418 - \$4155 Asst TPO
\$4111 - \$4997 Assoc TPO

Under the general supervision of the Manager of the [Debt Issuance Section](#), this position provides analytical and technical work associated with the sale of bonds and performs technical financial work.

DESCRIPTION OF ESSENTIAL FUNCTIONS

- Utilizes specialized software packages to validate bond information
- Collects and analyzes various financial reports for State bond programs.
- Coordinates with other State agencies to obtain information.
- Enters and reconciles financial data in various databases maintained by the Division.
- Provides technical financial assistance to staff.
- Prepares spreadsheets, tables, and graphs to be used in analyzing and presenting financial data.
- Validates information from financial reports.
- Reviews legal documents associated with the sale of bonds.
- Analyzes legislation and provides technical support for special projects.
- Assists in the coordination with members of the financing team.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, Assistant Treasury Program Officer, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-510-4237-008/ 820-510-4237-xxx" next to the classification on your application/resume (i.e., [Asst TPO 820-510-4237-008]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/510/kd
11/03/05